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## **CALL TO ORDER & ATTENDANCE**

Chair Pete Woll called the March 28, 2022, Business meeting to order at 7:00 P.M. in the conference room.

**Board members present:** Pete Woll, Chair; John Ellis; Vice Chair; Donna Pridmore, Secretary/Treasurer; Scott Rumsey Supervisor; Verdell Jackson, Supervisor; being a quorum of the Board.

**Board members absent:** Lech Naumovich, Supervisor. Absence is excused.

Also, in attendance were Samantha Tappenbeck, Virginia Rigdon, Ginger Kauffman, Flathead Conservation District (FCD) Staff; Roger Marsonette; Deb Starling; Family Forestry Expo; Kenny Breidinger, Fish Wildlife & Parks (FWP); Kody Coxen, FCD Associate Supervisor; Cathy Mitchell; Bill Whitsitt; Constanza von der Pahlen, Flathead Lakers; Leo Rosenthal, FWP; Sean Johnson, Natural Resources Conservation Service (NRCS); Gordon Ash, FCD Associate Supervisor; Kate Sheridan, Executive Director for Flathead Lakers.

## **CONSENT AGENDA**

### **Consent Agenda Item 1: Signature Authority**

- Authorization for Samantha Tappenbeck to sign on behalf of Supervisors attending the meeting virtually.

### **Consent Agenda Item 2: Minutes**

- 02/28/2022 Business Meeting Minutes

### **Consent Agenda Item 3: Financial**

- Check Detail 3/16/2022
  1. BCBS \$2,132.17
  2. Daily Interlake \$653.17
  3. Fisher's Technology \$249.50
  4. Flathead Beacon \$528.00
- Check Detail 3/22/2022
  1. VISA, Donna Pridmore \$160.78
  2. VISA, Samantha Tappenbeck \$1,781.44

### **Consent Agenda Item 4: Correspondence**

1. The February 22, 2022, issue of the Montana Conservationist featuring the Krause Creek Project.

Donna Pridmore motioned “to approve the consent agenda.” Verdell Jackson seconded. Motion carried unanimously.

### **PUBLIC COMMENT**

No one was present to comment on items not listed on the agenda.

### **310’s**

**Mitchell**, FL-2021-099, Stillwater River, remove vegetation: Pete Woll stated this was put on the business agenda to give the supervisors time to review additional information which Verdell Jackson submitted at the last meeting.

Verdell Jackson explained that at the last meeting he had submitted information and a map. He provided an overview of the project details as provided in the most recent version of the application and correspondence.

Supervisors noted that the district had not received a clear concise application or modifications from the applicant since the last meeting, which the Board could act upon.

Kenny Breidinger stated that he did not have a way to evaluate the impacts of the project without having a good vision of what is on the ground. Scott Rumsey stated that he still has concerns about the magnitude of the project within the jurisdiction of the district; that the project is too extensive, and that it was premature to vote now. FWP and Supervisors requested an onsite inspection to view the site and review the project details on the ground.

Pete Woll and Kenny Breidinger asked Cathy Mitchell to flag the new area out to provide FWP and the Board a clear idea of what it looks like on the ground and a good vision of the boundary. An onsite inspection was scheduled for Monday, April 4, 10:30 A.M. at the site.

Cathy Mitchell stated that she had submitted a 310-permit, and there was much discussion regarding it. She was then asked to write a letter to clarify instead of redoing the application, which she did, and stated the district should have the letter. Then Verdell rewrote “or clarified” what she had put in the letter. Pete replied that the district received the letter. Cathy added that she did not do another 310 because she was told not to by an individual Supervisor whom intended to bring it up again.

**Siblerud**, FL-2022-004, Flathead River, dock & gangway: Pete Woll explained that at the previous 310-meeting, Katie Ridinger, 406 Docks, discussed changes to the application with the Board. He had made a motion assuming all information (including the changes) had been included in the Team Member Report, however, no documentation of the changes had been received. Following the previous meeting, Katie submitted the changes as a modification.

Pete Woll motioned “to add the modification received 3/28/2022 to the application.” Donna Pridmore seconded. Motion carried unanimously.

**Turner**, FL-2022-008, Swan River, retaining wall: Pete Woll explained that at the 3/14/2022 meeting the application was accepted as a project. It was then tabled to give Supervisors and FWP time to review the application, and then schedule and onsite inspection.

Leo Rosenthal stated this was an unpermitted retaining wall built out of treated timbers that sits within the banks of the river. It is high above Swan River. There is a lot of fill and there is concern that if the wall fails the fill would end up on the banks of the river. He noted the application adequately addressed concerns; however, construction plans were not included and there is no cross-section of the wall showing how it would be structurally sound.

John Ellis attended the first onsite inspection. He explained that it is a continuous bank down to the river with no plateaus, and the landowner turned the riverbank into a grassed front yard. This was completely unpermitted to begin with, it sets a precedent, and the whole thing needs to be removed. John encouraged supervisors that have not seen it to do so. Leo agreed that supervisors should see the site and noted that the wall was built without a permit and the landowner extended the yard out by adding a bunch of fill. If allowed, it sets a dangerous precedent.

An onsite inspection was scheduled for Thursday, April 7, 10:05 A.M. at the site.

### **NEW BUSINESS**

**Supervisor Letters of Interest:** Samantha Tappenbeck explained the district currently has a vacant seat on the Board of Supervisors. It is an elected position, and because it is vacant the Board can appoint someone to fill it for the duration of the term which expires 12/31/2022. Gordon Ash and Roger Marsonette submitted letters of interest. Gordon asked if he could he remain an Associate Supervisor until 1/1/2023 so he could attend onsite inspections, and so a quorum of the Supervisors is not present at onsite inspections.

Samantha noted there are three seats that open after December 31, 2022. Three people filed for those seats: Scott Rumsey, Roger Marsonette and Gordon Ash, and those terms will begin 1/1/2023.

John Ellis motioned "to appoint Roger Marsonette as a Supervisor from now to 12/31/2022." Verdell Jackson seconded. Motion carried unanimously.

**Associate Supervisor Letter of Resignation:** Samantha Tappenbeck reported the district office received a letter of resignation from Associate Supervisor Emily Harkness for personal reasons.

Donna Pridmore motioned "to accept Emily Harkness' resignation from the Associate Supervisor position." John Ellis seconded. Motion carried unanimously.

**Youth Camp Sponsorship Request:** Samantha Tappenbeck reported the district received two requests for Youth Camp sponsorships totaling \$385.00. Requests are for two students to attend two different camps offered by Land to Hand Montana (1) the Garden Discovery camp \$130.00, and (2) the Garden Artists camp \$255.00.

Samantha explained that the district offers sponsorship for youth to attend camps that focus on natural resources. The district asks for a letter of request, a description of the camp, and a copy of the registration form. The Board budgeted \$15,000 in the education grants line for fiscal year 2021/2022; current balance in that line is \$14,745.00.

Donna Pridmore motioned “to approve both youth sponsorship requests totaling \$385.00” Scott Rumsey seconded. Motion carried unanimously.

**College Scholarship Awards:** Samantha Tappenbeck explained the deadline for applications was March 15<sup>th</sup>. Three applications were received from local Flathead County high school students that are intending to pursue degrees related to natural resources. Application materials, information, and ranking guidelines were provided in the Meeting Packet. Gordon Ash reviewed the applications and provided recommendations to fund \$3,000.00 to each student.

Scott Rumsey motioned “to fund each student at \$3,000.00.” Donna Pridmore seconded.

Gordon stated his recommendation was just a base, so increasing those amounts could be considered. All three applications were outstanding, and he thought it would be a great investment. Other Supervisors agreed. Samantha provided background information on funding of college scholarships, stated the district received fewer applications this year, and noted that \$15,000 is budgeted this fiscal year.

Scott Rumsey motioned “to withdraw his motion.” Donna Pridmore withdrew the second.

Donna Pridmore motioned “to award each of the three applicants \$5000.00 for college scholarships.” Scott Rumsey seconded. Motion carried unanimously.

Gordon offered to make the presentations to the students at the award ceremonies.

**Forestry Expo (FFE) Donation Request:** Samantha Tappenbeck explained Family Forestry Expo submitted a donation request to support the 2022 event. She noted that Flathead CD has budgeted \$10,000.00 under Partner Programs this fiscal year to support programs like this and to other partners that offer events or education and outreach; the district, however, has not received many requests. She added that the district donated \$10,000.00 to FFE last year. Pete Woll stated that these are public funds, and asked Deb Starling for a breakdown of how last year’s donation was spent. Deb replied that she will work with the FFE treasurer and provide a detailed report of funding expenditures.

John Ellis motioned “to give \$10,000.00 to Family Forestry Expo 2022.” Verdell Jackson seconded. Motion carried unanimously.

**Records Destruction Request:** Ginger Kauffman explained that 310 files for years listed on RM-88 form (2007, 2012 – 2016) are scanned, and can be disposed of upon Board approval. 310 files only need to be kept for 5 years after completion (per District Records #11, CD Records Schedule No. 9) however, significant 310-files and reports will be kept. She noted that DNRC and the State Archives did not want the files.

Donna Pridmore motioned “to approve disposal of the 310 files listed in form RM 88.” John Ellis seconded. Motion carried unanimously.

**Funding Request – Living in the Flathead Guide:** Samantha Tappenbeck explained that the impetus of the Living in the Flathead Guide was discussed years ago by partners (including FCD staff) involved with the land stewardship series workshop. Recently this project has gained

momentum due to the influx of so many people to Flathead County that do not seem to know much about managing natural resources. The intention of the Living in the Flathead Guide is to put together resources into two different formats (1) a visually engaging easy to reference guidebook, that covers various topics relevant to land and water management in Flathead County, and (2) a companion website providing more detailed information on each of those topics, lists of resources where landowners can find information, and local contacts to address natural resource concerns landowners may have for their property management. Samantha noted that in October 2021, Flathead CD committed \$5,000 in match funding to support a RAC grant application that was submitted by Flathead Lakers. The grant application was not funded, therefore match funding was never provided by the district. Flathead Lakers have submitted a budget and funding request in the amount of \$5000 to support development and printing of the Living in the Flathead Guide.

John Ellis asked why a website is needed if the collaborators all have their own websites. Constanza von der Pahlen stated the Living in the Flathead website would be one portal that would provide a link to the other websites and include categories for each resource and contacts. The website would be independent and would not be associated with any one agency. Samantha added that there would be no fee for the guide, or website in terms of access to it. However, the partner group may have to consider cost of maintaining the website and printing guides in the future.

Supervisors questioned if Flathead Lakers anticipate getting funds from agencies, other than the district. Constanza replied that funding requests have been made to Whitefish Community Foundation, DNRC, and other partners. The Upper Flathead Homeowner's Association has committed funding, and grants are being applied for as well. Constanza noted that DEQ has shown interest and may be approached for funding as well.

John Ellis asked if the district has a process where we can provide funds if the Lakers can raise the rest of the money, and what happens to district funds if the \$20,000 is not raised? Samantha replied that the district does not have an established process, but the Board can put a stipulation on this. She noted that Flathead Lakers cannot apply for a 223-grant as they are not a conservation district. She provided that as an option FCD could apply for and administer a DNRC 223-grant for the project, however, the district would be applying for the Flathead River Erosion Study, and she was unsure how it would affect FCD's submittal. Kate Sheridan expressed appreciation for any support the district could provide, extended an invitation to be part of the project, and thanked FCD for their time.

Donna Pridmore motioned "to fund the request of \$5,000.00 for the Living in the Flathead Guide and website. Funds are to come from the Conservation Practices line item in the district budget." Verdell Jackson seconded. Motion carried unanimously.

**Supervisor Emails:** Samantha Tappenbeck stated the Board recently discussed the need for Supervisors to have organizational emails to use for district business instead of personal emails. The district would then comply with board regulations and personal emails would be protected. She explained that Flathead CD uses Microsoft 365, each organizational email has an individual license, and each staff person has an @flatheadcd.org email address. Each current license gives staff access to the full suite of Microsoft Office programs making file sharing

within organizations easier to do electronically. She provided the following options and costs for setting up Supervisor emails:

- Ten, 1-year emails + Microsoft Office = \$1,078.80
- Ten, 1-year email only = \$718.80

Samantha stated in the future we are looking at transitioning from the current file storage system, which currently only staff can access, to a cloud-based storage system, which would allow everyone within the organization to access, share and work on files. However, if we move in that direction, additional IT support would be needed to properly set it up and provide adequate security to protect files. The district currently has 5 licenses for staff email, and we are going to add 10 to the 5. The district has a contract for IT support with Byte Savvy, who would help to set up the additional emails. Samantha described how Supervisors would use the email and reminded Supervisors that email discussions should not be done with a quorum if there is going to be future action taken on issues.

John Ellis asked if there is a medium choice, such as to have a server in the office that everyone can access, but noted that before moving to the cloud, cost estimates are needed for both going to the cloud and for a server. Supervisors agreed that it would be best to begin with email only. Email Plus and Email Essentials were discussed, and Samantha noted that Email Plus has a lot more storage, which at this time we do not need, but we can always upgrade to.

Donna Pridmore motioned “to go with the email only option in the amount of \$718.80.” Verdell Jackson seconded. Motion carried unanimously.

**Land Stewardship Series Workshop Venue:** Samantha Tappenbeck explained FCD is hosting the land stewardship series with on-the-ground workshops and will be partnering with other agencies and organizations that will encompass differing topics. Flathead CD will be the lead on the Living by Water workshop in June at Lawrence Park. Discussion will include riparian buffers, and practices and management of land adjacent to water. At the workshop the Flathead City County Health Department will discuss onsite wastewater treatment systems and maintaining septic systems when you live by water. The permit for Group Use for Lawrence Park requires a \$105 fee to reserve the space.

John Ellis motioned “to approve the payment of \$105.00 to reserve the pavilion for the Land Stewardship Series Workshop venue at Lawrence Park.” Donna Pridmore seconded. Motion carried unanimously.

## **REPORTS**

**Flathead CD Staff:** Samantha Tappenbeck, Resource Conservationist; Ginger Rigdon, Administrative Assistant; Ginger Kauffman, Administrator; reported:

### ***Office and Administration***

**310** – FCD has received ten 310s to date in 2022. This includes permits and complaints. Ginger R processes, scans, and files new 310’s as they are received. Ginger R processed the 310-permits and letters from 2/14/2022 and 3/14/2022. She contacted applicants and landowners regarding onsite inspection dates, and emailed the onsite list to Supervisors, FWP, and staff.

Donna Pridmore continues to scan old 310 files as her time allows and is currently working on files dated 2006.

Samantha drafted a guidance document for the presentation of 310 information during meetings and circulated to the board, staff, and FWP for review.

Bookkeeping – Secretary-Treasurer, Donna Pridmore, and Ginger K. reconciled the February 2022 bank, revenue, capital improvement and credit card statements on 3/22/2022. Ginger K. is currently working on compiling the February End of Month Report.

Ginger K. processed payroll, payroll reports and payments on 2/2/2022 and 2/16/2022. The 2/30/2022 payroll will include March Federal and State tax reporting and payments, and 941 Federal Tax and Unemployment quarterly reports. Ginger K. continues to process daily bookkeeping items including payroll, invoices, credit card receipts, deposits, grant billing/vendor invoices, program payments, etc.

BSWC – Samantha confirmed with Montana Conservation Corps staff that we will not replace the BSWC member in 2022 and initiated a request for reimbursement.

#### Budget

Ginger K. has been working on setting up the 2022/2023 budget worksheets. Fiscal year 2021/2022 ends June 30, 2022.

#### Meetings

Staff facilitated the FCD Special Meeting on 3/3/22, 310 Permit Meeting on 3/14/22, and Business Meeting on 3/28/22. Ginger R is currently processing the meeting minutes from these meetings. Moving forward, Ginger K has taken back over meeting notices, agendas, and minutes. Ginger R and Samantha also attended the Flathead River Commission meeting on 3/1/22 and took minutes in absence of the secretary.

#### Office Support

- Staff meetings were held weekly to review staff schedules, priorities, and project deadlines, and COVID policy updates
- Samantha met with Flathead Basin Commission staff to discuss interest in leasing office space from FCD and drafted a sublease agreement
- Samantha researched options for organizational emails and Microsoft 365 for supervisors

#### Supervisor Terms

Supervisor terms for Scott Rumsey, Verdell Jackson, and the vacant Supervisor position end 12/31/2022. Ginger K. received email from the Flathead County Election Department that 3 candidates filed for the 3 Supervisor positions: Scott Rumsey, Gordon Ash, Roger Marsonette, therefore no election will be held. Their terms will begin January 1, 2023.

#### Projects

Trumbull Creek Restoration & Aquifer Protection Project – This is a large-scale project involving multiple partners and seven landowners. FCD has secured substantial funding and match to support this project but has not secured enough funding to complete the project as proposed.

Samantha coordinated with River Design Group, Flathead County Roads & Bridges, DNRC grant manager, and the FCD Projects Committee to determine next steps and needs moving forward. Samantha reached out to the Flathead County Administrator to inquire about requesting American Rescue Plan Act Water & Sewer Grant funding allocated to Flathead County. Samantha submitted quarterly reports to DNRC.

Study of Erosion on the Flathead River/SJ28 – FCD and the Flathead River Commission were awarded \$32,500 in DNRC Watershed Management Grant funding for a scientific study of erosion caused by boat wakes. Samantha began drafting an application to the DNRC HB223 Grant program for additional funding. A Request for Proposals was released on March 7<sup>th</sup>, and the deadline for responses was March 25<sup>th</sup>. The grant-funded scientific study will help fill information gaps and inform next steps and action taken by the Water Policy Interim Committee through SJ28.

Samantha, Donna Pridmore, and Mark Siderius attended the Water Policy Interim Committee meeting in Helena on March 15-16<sup>th</sup>. Samantha followed up on requests for additional information and coordinated with legislative staff, MACD, DNRC, and stakeholders to coordinate a panel discussion. Mark Siderius represented the interests of the Flathead River on the panel discussion of statewide erosion issues.

Ginger R and Donna Pridmore visited sites along the Flathead River and captured photos of eroding banks at low water. Ginger R compiled a GIS map of the photo locations. Samantha worked with Lech Naumovich and Donna Pridmore to determine criteria and identify sites that would be appropriate for installation of erosion pins at low water.

Krause Creek Restoration Project – Samantha submitted the quarterly report to DNRC. Samantha is tentatively planning a field trip to Krause Creek during the spring runoff to inspect the project installed fall 2021.

### **Programs**

College Scholarships – FCD received three applications from students at Flathead High School and Glacier High School. Samantha and Ginger K compiled application materials for review. Gordon Ash and Samantha reviewed applications and provided award recommendations to the board.

Conservation Grant Program – Samantha provided information and assistance to several landowners inquiring about application to the program. To date we have received one application.

Seedlings & Native Seed Program – Samantha worked with two landowners to cost-share native grass seed through CHS Kalispell.

Samantha worked with DNRC and the Montana Conservation Seedling Nursery to coordinate seedling delivery. Seedlings will be delivered on April 19<sup>th</sup>. This year, 14 orders for 1,581 seedlings were placed through the FCD office. Of those, 640 seedlings were purchased for seven landowners with financial assistance from FCD. Postcards with seedling delivery/pickup information were sent to landowners from FCD.



Pollinator Initiative – Ginger R created an email list of program participants to coordinate outreach with information, site preparation, and seed pickup in 2022. The seed has been mixed in bulk and will be pre-packaged into packets for dispersal at outreach events. FCD will host a spring seed pickup event in April and/or May, with exact dates to be determined.

Rain Garden Initiative – Samantha provided information and program resources to a landowner interested in participating. Samantha scheduled a meeting with program partners to discuss the program status and next steps for spring 2022.

Youth Camp Sponsorships – Ginger K provided payment to Land to Hand for the youth camp sponsorship approved by the board on 2/28/22. Samantha assisted with request for sponsorship of three students. Samantha also provided camp sponsorship information to a local camp organization (Resilient Roots) that offers summer youth camps.

### ***Education and Outreach***

#### Living in the Flathead Guidebook and Website

Flathead CD is working with a group of partner agencies and organizations on a booklet and companion website that is intended to be a guide to living in the Flathead. Topics will include living with wildlife, living with wildfire, weed control, responsible recreation, living by water, and more. Funding for this project has not yet been secured. Samantha drafted content for the 'Living by Water' and 'Living on the Land' sections. Samantha worked with the Flathead Lakers to coordinate a request for funding to support this project.

Advertisements – FCD ran advertisements in the Flathead Beacon for 310 Permits (3/10/22) and boat-driven erosion (3/24/22). Samantha worked with the Flathead Beacon to update FCD's campaigns about the impacts of recreational boating on water quality and erosion.

Website – Over the past 28 days, the website was visited by 757 unique users. Our site was reached through organic search (63%), direct access (33%), social media (2%), and referral from other sites (2%). The most viewed posts/pages beyond the FCD homepage were: 1) a blog post about heeling in bareroot trees, 2) Meeting Agendas, and 3) a blog post about the life history of larch trees.

Social Media – Over the past 28 days, the FCD Facebook page gained 16 new followers, posts reached 5,467 people, and there were 446 post engagements. Over the last 30 days, the FCD Instagram page gained 14 new followers, posts reached 959 accounts, and there were 232 post interactions.

eNewsletter – The Local Dirt was distributed on March 7<sup>th</sup> to 729 recipients and posted on Facebook. The March issue included information about upcoming events, available programs, and a blog post about the timing of herbicide application. It was opened 913 times by 386 people and clicked 122 times by 52 people. The most-clicked links were to the blog post, a zoom webinar from Montana Native Plant Society, and the FCD events calendar.

### ***Partnerships***

- Samantha Tappenbeck and Ginger R attended the Flathead River Commission Meeting on 3/1/2022
- Samantha presented at the Flathead Basin Commission meeting on 3/2/2022

- Ginger R attended the River to Lake Initiative meeting on 3/16/2022
- Samantha worked with Sean Johnson to coordinate the 2022 NRCS Local Working Group meeting scheduled for 3/31/22
- Samantha attended Nutrient Work Group meeting on 3/23/22 Ginger R and Samantha Tappenbeck along with several supervisors worked at the Home and Garden Showcase on March 5<sup>th</sup> and 6<sup>th</sup>:

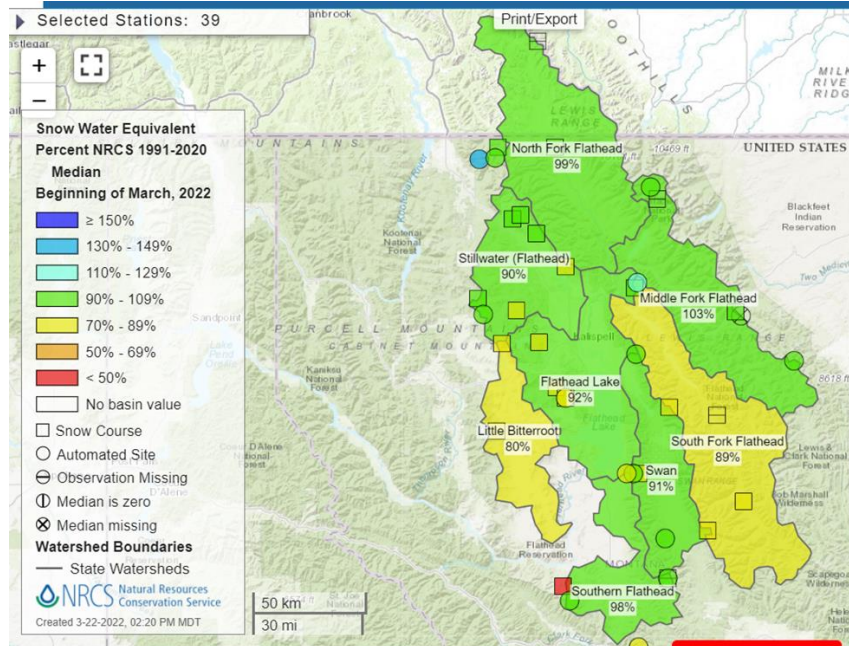


**Natural Resources & Conservation Service (NRCS):** Sean Johnson, NRCS District Conservationist, reported

- **Programs**
  - Environmental Quality Incentive Program (EQIP)
    - Working through our initially funded EQIP applications
  - Joint Chief's (JC)– FY22 Funding
    - Working through planning on submitted JC applications
  - Conservation Stewardship Program (CSP)
    - Waiting on funding decisions to be announced for CSP applications
- **Review Items**
  - Participated in state level review of submitted Targeted Implementation Plans (TIPs) for 2023
  - Attended River to Lake (R2L) meeting on 3/16
  - Attended Society of American Foresters (SAF) meeting on 3/17
    - Presented on NRCS programs and highlighted our 3 forestry TIPs and our JC
- **Upcoming Items**
  - Local Working Group Meeting
    - Scheduled for March 31<sup>st</sup> from 1:00-3:00 at FVCC, Room 144, Art & Technology Building
- **Miscellaneous**
  - Drought
    - Flathead County is in pretty good shape, but SE corner is showing more drought status than in January.

- At this time last year, MT had .4% of the state in D3 (Extreme) drought status and 50% of the state is currently in that status
  - Snow Survey
    - The Flathead Basin is at 94% of normal overall so far as of March 1<sup>st</sup>.
      - January was at 107%, February was 97%

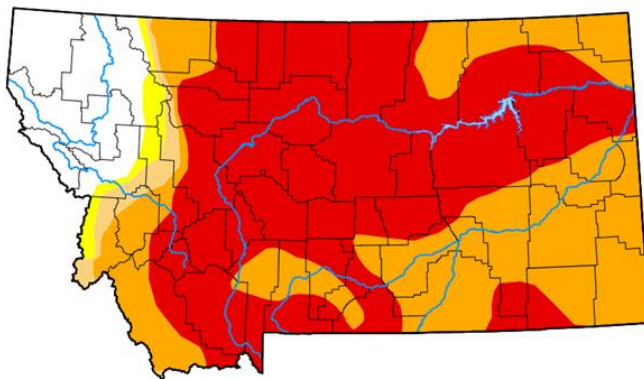
### March Water Supply Outlook Report



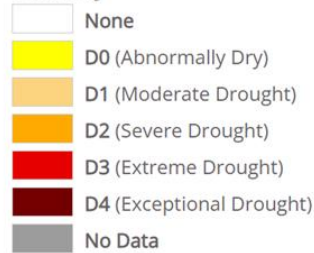
### March Drought Monitor

**Map released: Thurs. March 17, 2022**

**Data valid: March 15, 2022 at 8 a.m. EDT**



#### Intensity



#### Authors

United States and Puerto Rico Author(s):  
**Adam Hartman**, NOAA/NWS/NCEP/CPC

**DNRC Conservation Districts Bureau:** Hailey Graf submitted the following report:

### INTRODUCTION

I have a new phone number! If you'd like to contact me directly, you can reach me at (406) 437-4435. Many of you have my old number, which is my personal cell phone, so please add this new number to your contacts as my work phone.

### GRANTS, GRANTS, & MORE GRANTS!

April 8<sup>th</sup> is the deadline for the next round of District Development, HB223, Mini Education, and Pollinator Grants. May 1<sup>st</sup> is also the deadline for Admin Grants. These grants are a great opportunity to increase the capacity of your district because they can help cover personnel salary costs, purchase supplies and materials for the district, and help the district develop or expand programs.

We recognize that applying for these grants can sometimes be a heavy lift, so please don't hesitate to reach out. If you're considering applying in April, applications will likely need approved by the board during the March meeting, so don't wait! Let's brainstorm ideas to increase your district capacity and let's get your projects funded!

### SUBMITTABLE & MEPA TRAININGS

In the future, all DNRC grants, including HB223, Pollinator, Education, Admin, 310, RRGL, and ARPA grants, will be run through Submittable, a new grant management platform. In preparation for this change, we hosted an introductory Submittable training on February 17<sup>th</sup>. During this training, Stephanie demonstrated how to sign up, complete the required form, and upload grant application materials. If you would like to watch the zoom recording, please reach out to Stephanie for a link at [steph.criswell@mt.gov](mailto:steph.criswell@mt.gov).

The Montana Environmental Policy Act, or MEPA, is a law that requires state agencies to assess the potential impacts of their work. This includes work sponsored by DNRC through grant funding. For that reason, CDs conducting projects through state grants funds will be asked to provide information about the potential environmental impacts of their projects through an environmental checklist. A training about our MEPA process and how to complete the environmental checklist will be held virtually on March 9<sup>th</sup> at 11 AM. Please contact Mary Hendrix at [mary.hendrix@mt.gov](mailto:mary.hendrix@mt.gov) for the link. This training will also be recorded for those that can't attend.

### LET'S GET TOGETHER!

As spring gets closer and the driving conditions improve, I'd like to make plans to come visit your district. Perhaps you have a new project you'd like some help with? Or maybe you're dealing with a contentious 310 that you'd like some input on? Would you like DNRC to host a training in your area? Or do you have new employees that are still getting their feet under them? Whatever the case may be, please let me know when it would be a good time to come meet with your board and staff. I look forward to getting to know all of you better and helping on our shared mission of conserving the soil and water resources of Montana.

**Flathead County Planning Board (FCPB):** Verdell Jackson reported 6 projects were reviewed and passed with unanimous vote.

**Whitefish City Planning Board (WCPB):** No report.

**Haskill Basin Watershed Council (HBWC):** Samantha Tappenbeck reported that HBWC is not active at this time. An updated membership roster has been requested.

**Flathead Basin Commission (FBC):** No report.

**Flathead River Commission (FRC):** Donna Pridmore reported the next meeting is April 6, at 7:00 P.M., and asked if FRC has permission from the Flathead CD Board to reissue the Request for Proposals (RFP) for the Flathead River Erosion Study.

Samantha Tappenbeck replied that a project committee meeting was scheduled this week to review responses to the RFP, however, no responses were received. Samantha requested to re-notice the RFP in the Daily Interlake and extend the deadline for another 3 weeks. She noted that this is an extremely tight timeline to set up a contract and the initial study so that it aligns with the critical time-period we need to study the issue.

Church Slough Working Group (CSWG) was discussed. FWP Commission is soliciting applications to be part of the Working Group; positions are appointed, and space is limited. Kenny Breidinger will send out information. Donna Pridmore voiced interest in being the district representative on CSWG especially as she is on the Flathead River Commission. Verdell Jackson also showed interest. Kenny Breidinger and Supervisors agreed that the district should be represented, especially since the district is sponsoring the Flathead River Erosion Study.

Donna Pridmore motioned “that the FCD Board support the reissuance of the Request for Proposal, so I can present this to the Flathead River Commission.” Verdell Jackson seconded. Motion carried unanimously.

#### **MATTERS OF THE BOARD/STAFF**

**Area V Meeting:** Flathead CD will host the Area V meeting. Proposed date is October 5, 2022, and venue is to be determined.

**Forestry Expo:** Forestry Expo will be held May 2-6 at the Trumbull Creek Educational Forest. FCD Supervisor volunteers are needed each day 9:00 A.M. - 2:30 P.M. A sign-up sheet will be provided in the district office. Samantha Tappenbeck noted that the weekend will be a self-guided tour.

**Flathead River Erosion Study Request for Proposal (RFP):** Samantha Tappenbeck reported the meeting scheduled for this Friday to review the RFPs was cancelled, as no responses were submitted.

**Seedling Delivery:** Samantha Tappenbeck stated seedlings will be delivered to the DNRC office on April 19<sup>th</sup> and requested volunteers to help sort.

**Local Working Group (LWG) Meeting:** The Local Working Group meeting is scheduled for this Thursday, 1:00 P.M – 3:00 P.M. at Flathead Valley Community College.

**MT Conservation Corps:** Samantha Tappenbeck reported that Flathead CD will not replace the Big Sky Watershed Corps member. The Memorandum of Understanding states that if the member terminates service early, the district is refunded \$1,100 of the payment that has been made so far. Montana Conservation Corps, however, will be refunding \$4,500 of the \$6,000 the district paid for the first half of the service.

**Staffing:** Samantha Tappenbeck stated that she will review the job descriptions then reach out to the personnel committee to schedule a meeting.

The next 310-meeting is scheduled for Monday, April 11, 2022, 7:00 P.M. via ZOOM.

Adjournment: Donna Pridmore motioned “to adjourn.” Verdell Jackson seconded. Motion carried unanimously. As there was no further business, the meeting adjourned at 9:17 P.M.

Submitted By:

Reviewed By:

Ginger Kauffman  
Administrator

Samantha Tappenbeck  
Resource Conservationist

Minutes approved by FCD Board motion made on:

5/9/2022  
(Date)

Pete Woll  
(Signature)

Chair  
(Title – Chair etc.)